

## CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER

**This letter of reference must be written by the applicant's current supervisor in his/her professional position.**

If this letter is not written in English, an accurate translation must be attached.

**Name of Applicant:** [Click [here](#) and type the requested information] **Country:** [Click [here](#) and type the requested information]

**Name and Title of Evaluator:** [Click [here](#) and type the requested information]

**Organization or Employer:** [Click [here](#) and type the requested information]

**How long have you known the applicant?** [Click [here](#) and type the requested information]

**Your Signature (in INK):** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PROGRAM DESCRIPTION

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

## **CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER (cont.)**

II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss the candidate's leadership potential and commitment to public service.  
(Your comments should be continued on a separate sheet if more space is needed.)

**Please return directly to the Selection Committee in the applicant's country or to the Cultural Affairs Officer of the U.S. diplomatic mission in the applicant's country. Under no circumstances should this letter of reference be returned to the applicant.**

**NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.**

## CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.

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**Name and Title of Evaluator:** [Click [here](#) and type the requested information]

**Organization or Employer:** [Click [here](#) and type the requested information]

**In what capacity have you known the applicant?** [Click [here](#) and type the requested information]

**How long have you known the applicant?** [Click [here](#) and type the requested information]

**Signature (in INK):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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